IIBA Ottawa-Outaouais Chapter

IIBA Ottawa-Outaouais Chapter

CBAP®/CCBA® Study Group

Emily Tom, CBAP

IIBA Ottawa-Outaouais Chapter

The Agenda

- Introductions
- What certification support do you need?
  - Tips on filling out the application form
    - Reporting hours
    - References
  - What tools are available to help you prepare

IIBA® Ottawa-Outaouais Chapter

Certification Application Hours

Step 1: Applying for and Paying for Certification

- Review BABOK and map your experience to the knowledge areas
- CBAP - Minimum 900 hours in each of four of the six knowledge areas
- CCBA - Minimum 900 hours in each of two of the six knowledge areas, or 500 hours in each of four of the six knowledge areas

Read the CCBA or CBAP Handbook

IIBA® Ottawa-Outaouais Chapter

Certification Application - Tips

Acceptable activities include:

- Hands-on business analysis activities (e.g., requirements gathering, writing requirements documentation, etc.).

- Coaching or mentoring business analysts with respect to business analysis activities (e.g., planning the requirements elicitation process with the BA, reviewing requirements documents, etc.).

IIBA® Ottawa-Outaouais Chapter

Certification Application – Tips

Hours that will not be accepted

- Non-supervisory management of business analysis activities (e.g., resource management, status reporting, performance management, etc.).
    - Teaching of business analysis training courses.
    - Selling requirements tools/software.
    - Project management.
    - Testing (e.g., creating and executing test scripts, reporting on testing status, creating test plans/strategies, etc.).
    - Programming.

IIBA® Ottawa-Outaouais Chapter

Example

Business Analysis Planning and Monitoring

Acceptable	**Not Acceptable**
• Creating requirements plan to feed into project plan • Identifying and documenting requirements risks • Reporting on requirements progress as input to project status report	• Creating project plan • Identifying project risks

Any tasks you select that are not aligned with the *BABOK® Guide v3.0* will be removed and the corresponding hours will be **deducted from your Total BA Hours.**

IIBA® Ottawa-Outaouais Chapter

Certification Process Hours

Step 1: Applying for and Paying for Certification

- 21 Hours of Professional Development –
  - study group activities qualify
  - IIBA Ottawa-Outaouais workshops
  - Endorsed Education Provider – all courses reviewed by IIBA qualify
  - Other education provider courses will be considered

IIBA® Ottawa-Outaouais Chapter

Certification Process

- **References - Two**
  - Has known you for 6 months
    - Your manager
    - Client – internal / external
    - CBAP

You must ensure the reference submits the form

IIBA® Ottawa-Outaouais Chapter

Certification Process

- **Step 2:** Paying for the Exam
- **Step 3:** Registering for the Exam

IIBA® Ottawa-Outaouais Chapter

Certification Process

- **Step 4:** Prepare for the exam
  - Take a CCBA or CBAP preparation course
  - Study Group – eligible for Professional development hours as long as there is a moderator, learning objectives, activities and practice activities assessed by moderator

IIBA® Ottawa-Outaouais Chapter

Tools to Help You Prepare

- BABOK
- IIBA Online Competency Assessment
- IIBA Online Library
- Flash Cards (EEPs sell them)
- Create Sample Exam Questions
- Games

IIBA® Ottawa-Outaouais Chapter

On the day of the exam:

- Budget enough time to get to the exam centre
- Bring the confirmation email plus your ID
- Exam is 3.5 hours long, 150 questions
- Write your notes on the mini white board provided
- Answer all questions
- Flag questions you are unsure of and come back to them later
- Your first instinct is usually correct. Do not change your answer unless you are absolutely sure your first answer was wrong.
- Some questions might be beta tested

IIBA® Ottawa-Outaouais Chapter

- Additional…
  - Tour of IIBA.org website – certification section
  - Videos